



ERSKINE
C O L L E G E

BA 333 EVC Principles of Management FA24

Professor: Dr. Jeff Briggs

Office: Reid Science #15

Office Phone: 864.379.6586

Email: Briggs@Erskine.Edu

Office Hours: Wednesday – 8:00am - 3:00pm; Tuesday/Thursday By Appointment ONLY

COURSE MEETING

This course is offered in the **ONLINE** format through our **Erskine Virtual Campus** and does not meet in a traditional classroom nor at a traditionally scheduled time.

COURSE DESCRIPTION

This course provides basic theory and application of the management principles: planning, organizing, controlling, and directing. Specifically, the course emphasizes business planning and organizational development to accomplish missions. Leadership styles and the measurement of objectives and corrective action planning are examined as key factors influencing success.

PREREQUISITE

BA201 – Introduction to Business

COURSE STUDENT LEARNING GOALS

This course is designed to enable student to understand the Functions of Management including, but not limited to: the interrelation and essentials of planning, organizing, leading, and controlling; Strategic thinking and planning skills; Leadership styles; Develop skills to effectively lead/manage people; Data driven decision making; Critical thinking and evidence-based approaches; Organizational behavior and structure; Business communication, Networking, HR, Ethical and CSR.

TEXTS and RESOURCES

Bateman, T., & Konopaske, R. (2024). *M: Management* (7th Ed). McGraw Hill.

COURSE SPECIFIC INFORMATION

Successful completion of this course permits students to register for BA 334 Principles of Marketing.

COURSE SCHEDULE

Week	Weekly Activity	Assignments with Due Dates
8/21	Course Introduction; Syllabus Quiz	Syllabus Quiz due by midnight 8/25
8/26	Chapter 1: Managing in a Global World Chapter 2: The Organizational Environment and Culture	Read and Study Chapter 1 & 2 Study & Complete Quiz 1 & 2
9/02	Unit Examination 1	Read, Study, & Complete Unit Examination 1 Assign Case Study 1
9/09	Chapter 3: Ethics & Corporate Responsibility Happy Labor Day!!!	Read and Study Chapter 3 Study & Complete Quiz 3 and Discussion Board 1
9/16	Chapter 4: Planning and Decision Making	Read and Study Chapter 4 Study & Complete Quiz 4 and Discussion Board 2
9/23	Unit Examination 2	Read, Study, & Complete Unit Examination 2 Case Study 1 DUE & Assign Management Research Paper
9/30	Chapter 5: Organizing for Success	Read and Study Chapter 5 Study & Complete Quiz 5 and Discussion Board 3
10/07	Chapter 6: Managing Human Resources Mid-Term Grades DUE (10/10)	Read and Study Chapter 6 Study & Complete Quiz 6
10/14	Chapter 7: Managing Diversity and Inclusion Happy Fall Break (10/14-15)!!!	Read and Study Chapter 7 Study & Complete Quiz 7
10/21	Unit Examination 3	Read, Study, & Complete Unit Examination 3 Assign Case Study 2
10/28	Chapter 8: Leadership	Read and Study Chapter 8 Study & Complete Quiz 8 and Discussion Board 4
11/04	Chapter 9: Motivating People	Read and Study Chapter 9 Study & Complete Quiz 9
11/11	Chapter 10: Teamwork	Read and Study Chapter 10 Study & Complete Quiz 10
11/18	Chapter 11: Communicating	Read and Study Chapter 11 Study & Complete Quiz 11
11/25	Research Paper Review Happy Thanksgiving Break (11/25-30)!!!	Case Study 2 DUE Management Research Paper DUE
12/02	Unit Examination 4 Course Ends Wednesday evening 12/04!!!	Read, Study, & Complete Unit Examination 4

MEANS OF ASSESSMENT

This section is to be customized to reflect the different methods of assessment for the course.

Syllabus Quiz [1% of final grade]

The course is launched with a thorough review of the course and completion of **Syllabus Quiz**.

Quizzes [22% of final grade; 2% each]

Eleven (11) Quizzes will be administered throughout the term.

Case Study [20% of final grade; 10% each]

Two (2) Case Studies will be assigned throughout the term.

Examinations [40% of final grade; 10% each]

Four (4) Examinations will be administered throughout the term.

Management Research Paper [18% of final grade]

A Management Research Paper will be assigned early in the term.

The above assessments will be graded as follows:

Syllabus Quiz	0%
Weekly Quizzes (11)	22%
Case Study Analysis (2)	20%
Unit Examinations (4)	40%
Management Research Paper	<u>18%</u>
TOTAL POSSIBLE	100%

Grading Scale

A = 90% - 100%

B = 80% - 89.9%

C = 70% - 79.9%

D = 60% - 69.9%

F = below 60%

W = Withdrawn

****I = Incomplete**

ATTENDANCE, TARDINESS, & LATE WORK/MAKE-UP WORK

ATTENDANCE at ALL class sessions is expected. In preparing you for the Business Community, our Business Education will often mimic that of the real-world setting. The Business Marketplace does not take kindly to employees missing work or laying-off for less than legitimate reasons. Let us all come to grips with that as we mold ourselves into Business Professionals. Attendance to our class sessions is a sign of your desires to grow into becoming a Business Professional and is also a sign of maturity and respect. On the contrary, absence from class is the counter, and reveals a lack of desire to grow and mature into the Business Professional which God has for your life. If you are called to be here by the Lord, then let's all be here together fulfilling the Will of God. Attendance will be taken at the beginning of every class session. Several departments across campus rely on accurate and frequent attendance records, which makes the Professor responsible for recording it in the Portal.

ATTENDANCE POLICY (According to the Faculty Handbook)

2-Day Week Course: Students are permitted up to six (6) excused absences without penalty. You will be notified upon a 5th and then 6th absence as a courtesy. Each additional absence after the 6th, will result in a 10% reduction in the Final Grade! ONLY Administration approvals in extreme circumstance would constitute a waiver of the penalty.

3-Day Week Course: – Students are permitted up to eight (8) excused absences without penalty. You will be notified upon a 7th and then 8th absence as a courtesy. Each additional absence after the 8th, will result in a 10% reduction in the Final Grade! ONLY Administration approvals in extreme circumstance would constitute a waiver of the penalty.

TARDINESS POLICY

Tardiness in the Business Marketplace is not viewed well and can quickly lead to being censured or dismissed from a place of employment. Chronic tardiness in college is considered disruptive to the learning environment and viewed as avoidable. **You will be counted Tardy if you enter the classroom after the Professor has begun class session. Two (2) Tardys will comprise an Absence and will be applied to your record of attendance. You will be notified after every 2nd tardy that then converts to an Absence.**

In the **Online** environment of the **Erskine Virtual College**, there is no Attendance Policy and no Tardy Policy of the same equivalent. However, all activities are scheduled according to the Semester Schedule and students are required to attend to the various work assigned with the same mature approach.

LATE WORK/MAKE-UP WORK POLICY

Late work is rarely accepted in the Business Marketplace. You should never get into the habit of procrastinating work on the frontend, which often results in late submissions on the backend. Per the recommendation of the Dean of the College, **Late Work will be accepted up to 5 days after the required submission deadline. If work is received “properly” within the 5-day window after the submission deadline, then a standard Late Penalty of 10% Reduction will be earned. Any work submitted after the 5-day window, will NOT be accepted and will earn the grade of zero (0).**

EXPECTATIONS OF STUDENTS

Conduct: At Erskine College, your conduct is not merely a set of rules but a reflection of your character and respect for God, professors, and fellow students. Upholding these values is crucial to maintaining the integrity of our community. Any form of dishonesty, such as cheating, fabricating, or plagiarizing, not only dishonors you and your classmates but also undermines the principles of this institution. The consequences of such actions are clearly outlined in the Student Handbook.

Behavior: At Erskine College, we value respectful behavior in the classroom. We believe each student's engagement and attentiveness contribute significantly to the learning environment. Your respectful behavior is not only expected but also appreciated, as it reflects your active participation in the class.

Attendance: At Erskine College, your presence in class is not just a formality but a critical factor in your academic success. The Erskine College faculty and staff are deeply committed to your progress as a student. We expect you to attend all lectures, exams, and laboratories and to be punctual. We understand that unforeseen circumstances may arise, and in such cases, absences may be excused for college-sanctioned events, illness, and/or family emergencies.

Cell Phones and Electronic Devices: Erskine College instructors may ask you to use personal devices for classroom purposes. However, cell phones and other electronic devices should ONLY be used when approved by the instructor and ONLY for classroom purposes. The practical consequences of not abiding by the Erskine College policy are outlined in the Student Handbook.

Study Time: Most college courses require that students spend a significant amount of time outside of class in individual study time. A guideline is to spend 2–3 hours weekly for every credit hour. This means that in a 3-credit course, at least 6–9 hours of outside study per week would be expected. The actual in-class meeting time is short in college courses because students are expected to work independently outside of class to meet the course requirements.

Accommodation and Special Needs: Your instructor is committed to providing reasonable accommodation for disabilities, including learning disabilities, in accordance with Erskine College policies. Students with documented special needs should contact the office of the Dean of the College to request accommodation. You must disclose your disability information promptly and discuss your accommodation needs. Requests must be made in writing using the Accommodation Request and Documentation Form, accompanied by current documentation provided by a qualified healthcare professional. Accommodations are determined based on the provided documentation and Erskine College policies, with verification of professional documentation by the college. Please refer to the Student Handbook for detailed accommodation and special needs information.

Retention of Examinations and Assignments: Instructors will retain copies of student examinations and assignments not returned to students for one semester in case of a dispute between a faculty member and a student in assigning or recording a grade. After that time, instructors may discard course materials in a manner that preserves student confidentiality.

E-mail Policy: Students are issued an official Erskine College student email address when they are admitted to the College. This is the only electronic mailing address recognized by the College. Students are responsible for all official College communications, including attachments transmitted to their Erskine College email address. Erskine College faculty and staff are not responsible for forwarding emails to personal email accounts that are not assigned by the College. Students are required to check their Erskine College email daily.

Disclaimer note: This syllabus is subject to modification. The instructor will communicate with students about any changes.

STUDENT POLICY ACKNOWLEDGEMENT

I acknowledge that I have read and agree to abide by the terms and conditions of this syllabus. If I have questions or concerns about this, I will reach out to my instructor before the assignment deadlines.

Student Name

Course

Student Signature

Date

Please return this form to your course instructor for EACH course for which you are registered.